UNITED
NATIONS

ST

Secretariat

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Director of Personnel

Subject: SPLIT SHIPMENTS OF PERSONAL EFFECTS AND HOUSEHOLD GOODS*

1. Split shipments may be authorized in certain circumstances to staff members entitled to shipment of personal effects and household goods. The purpose of the present administrative instruction is to provide guidelines under which split shipments may be authorized in accordance with rules 107.21 (g) and 207.20 (i), with respect to unaccompanied shipments, and rule 107.27 (b), (c) and (d) (iii), with respect to removal costs.

Where no entitlement to removal exists

2. Unaccompanied shipments of personal effects and household goods may be authorized under rule 107.21 (f), for staff members and their families, on appointment, transfer or assignment for one year or more. Project personnel in intermediate or long-term status are also entitled to unaccompanied shipment of personal effects and household goods under rule 207.20 (f). Up to 10 per cent of the entitlement may be converted under staff rules 107.21 (j) and 207.20 (g) to air freight on the basis of the full allowable weight or volume, for shipment to certain duty stations. The remaining portion may be split under the following conditions:

(a) The personal effects and household goods in the shipments must be for the use of the staff member and his or her family;

(b) Only the weight and volume of the entitlement may be split and there shall be no additional cost to the United Nations over and above the entitlements established in the Staff Rules (provisions on conversion to air freight in rule 107.21 (j) and (l) remain in force);

* Personnel Manual index No. 7195.

(c) One of the shipments must be to the new duty station and may be from anywhere;

(d) The other shipment may be authorized from the old duty station to the new duty station, to the place of home leave or the place where the spouse and/or the dependent children of the staff member reside;

(e) On recruitment, one of the shipments may be authorized from the place of recruitment to the place of home leave, or to the place where the spouse and/or the dependent children of the staff member reside, if they are not the same.

3. For shipments to a duty station in a city where the headquarters of the United Nations, a specialized agency or the International Atomic Energy Agency is located, where the 10 per cent advance shipment does not apply, the whole shipment may be split under the conditions described in paragraph 2 above.

Where an entitlement to removal exists

4. Where an entitlement to removal exists under rule 107.27 (a), that portion of the personal effects and household goods that has not been sent as an advance removal entitlement under rule 107.21 (h) may also be split under the conditions described in paragraph 2 above.

On separation from service

5. On separation from service, shipments under rule 107.21 (f) and that portion of the personal effects and household goods that has not been sent as an advance removal shipment under rule 107.21 (h) may be split in the following manner:

(a) Only the weight and volume of the entitlement may be split and there shall be no additional cost to the United Nations over and above the entitlements established in the Staff Rules;

(b) One of the shipments must be from the duty station; the other may be from anywhere;

(c) One of the shipments must be to the place of repatriation; the other may be to a location designated by the staff member, other than within the duty station area.

Special missions

6. The terms and conditions applicable to unaccompanied shipments, including split shipments, shall be those established for each special mission by the Secretary-General.

Requests for split shipments

7. Requests for authorization of split shipments shall be made to the corresponding Executive or Administrative Officer. Any disagreement concerning the application of the provisions on split shipments should be referred to the Office of Human Resources Management, through the Staff Administration and

Monitoring Service. Requests for conversion under rule 107.21 (j) and (l) and rule 207.20 (g) and (l) shall be made directly to the Transportation Section.

Time-limits

8. A request for split shipments must normally be made before the staff member's departure or separation from service and normally within two months after arrival at the new duty station or departure from the old duty station in the case of separation. In these last two situations, shipments would normally be made within two months from receipt of the corresponding authorization. Where the assignment is for two years or more, the request for split shipments may be made within six months after arrival to the duty station. The provisions of rule 107.28 for loss of entitlement to unaccompanied shipments and removal expenses shall also apply to split shipments.

9. Staff members requesting split shipments are reminded that time-limits of franchises for duty-free entry of goods, as imposed by the host countries, vary and are therefore advised to consult in this respect with the Organization's office at the duty station so as to ensure, especially if a delay is envisaged, that the shipment arrives within the applicable franchise period.

10. The United Nations will not be responsible for duties or other charges related to restrictions due to shipments arriving outside the franchise period at the new duty station, or for any other charges, including duties, for shipments to a location other than the new duty station, except for ordinary expenses such as customs clearance and delivery to residence.

11. Individuals mentioned in staff rule 200.1 (c), (d) and (e) are not entitled to split shipments.